

August 2013

## Hospice Providers: Reporting Nursing Home NPI Numbers on Claims

This fact sheet shows the process for reporting NPI numbers on claims when a patient's residence is a nursing home and the patient is enrolled in hospice care.

### Institutional Direct Data Entry

1. Log into ProviderOne using your assigned Domain, Username, and Password.
2. Select one of the following profiles:
  - EXT Provider Claims Submitter
  - EXT Provider Eligibility Checker-Claims Submitter
  - EXT Provider Super User
3. Click on the hyperlink titled "On-Line Claims Entry".
4. Select "Submit Institutional".

5. Once claim is filled out and prior to submitting, click on the "Other Claim Info" tab.

**Institutional Claim:**

Note: asterisks (\*) denote required fields.

Basic Claim Info | **Other Claim Info**

6. Click on the red plus (+) expander titled "Miscellaneous Claim" located under the "Claim Information" section.

**CLAIM INFORMATION**

Go to Basic Claim Info to enter basic claim information.

☐ MISCELLANEOUS CLAIM

7. Locate the "Service Facility" and click on the red plus (+) expander. Enter the Nursing Home NPI number in the "Provider NPI" field of this section.

**CLAIM INFORMATION**

Go to Basic Claim Info to enter basic claim information.

☐ MISCELLANEOUS CLAIM

Investigational Device Exemption ID:

Demonstration Project ID:

File Information:

☒ **SERVICE AUTHORIZATION INFORMATION**

☒ **SERVICE FACILITY**

**CLAIM INFORMATION**

Go to Basic Claim Info to enter basic claim information.

☐ MISCELLANEOUS CLAIM

Investigational Device Exemption ID:

Demonstration Project ID:

File Information:

☒ **SERVICE AUTHORIZATION INFORMATION**

☐ **SERVICE FACILITY**

Provider NPI:

8. Click on either the "Basic Claim Form" button OR the "Basic Claim Info" tab to return to main claim screen.

Close | **Basic Claim Form** | Reset

**Institutional Claim:**

Note: asterisks (\*) denote required fields.

Basic Claim Info | Other Claim Info

9. Submit claim as normal.

### HIPAA 837 Institutional Claims

- For the HIPAA 837 institutional claim type the Service Facility NPI is located within Loop 2310E, Data Element NM109.

### Paper UB-04

- Providers that submit Hospice paper UB-04 claims will continue to use the "Other Provider" NPI field.